




Report to the Auburn City Council

Action Item
Agenda Item No. **19**


City Manager's Approval

To: Mayor and City Council Members
From: Reg Murray, Senior Planner
Date: June 9, 2014
Subject: Proposal to Amend the Fee Schedule for Planning Applications

The Issue

Should the Auburn City Council direct staff to prepare a Resolution to amend the Fee Schedule for planning applications?

Recommended Motion

By Motion, direct staff to prepare a Resolution amending the planning applications fee schedule at a future, noticed hearing.

Background

On April 14, 2014, the Auburn City Council first considered a staff proposal to amend the fee schedule for planning applications. The proposal noted that planning fees were significantly out-of-date, having last been updated 22 years ago in 1992, and requested direction from the City Council as to the scope of the proposed fee update. Following questions and review of several issues, the Council continued the item to June 9, 2014 for additional information and discussion. A copy of the April 14th Council report, as well as the minutes from that meeting, are provided for reference purposes as Attachments 1 and 2, respectively.

General highlights from the April 14th hearing included:

- Council discussed the policy intent behind application fees (i.e. should fee levels collect all, or a part of, the City's costs to process an application)?
- May be willing to consider adjustments to "appropriate" levels.
- Discussion about recovering hard costs (publication and mailing of legal notices) and legal costs; and, consideration about the level of staffing costs to recover.
- General consensus to maintain the appeal fee at \$100.
- The meeting was continued to June 9th for further discussion; and
- Staff was asked to provide additional information about hard costs, City Attorney costs, and staffing costs.

In addition, a question was raised during the hearing about the planning fees collected by the City each year. Comment was provided that planning application fees total ±\$25,000 each year. Staff conducted a survey of the planning fees collected over the last five years and found following:

FY13/14 –	\$ 6,300 (projected)
FY12/13 –	\$ 6,449
FY11/12 –	\$ 8,784
FY10/11 –	\$ 14,468 (+ \$41,084 – Baltimore Ravine Specific Plan)
FY9/10 -	\$ 14,009 (+ \$46,494 – Baltimore Ravine Specific Plan)

Review/Analysis

When the City Council continued the April 14th hearing, it directed staff to provide additional information about the hard costs, legal costs, and staffing costs that the City incurs when processing planning applications. Information about each of these is provided below.

Hard Costs -

The hard costs discussed previously include the publishing of legal notices in the local newspaper and the mailing of meeting notices to property owners. These notifications are required by California Gov. Code Sections 65090 and 65091, respectively. Staff reviewed planning applications processed over the last four-plus years (2010-current) to determine the recent costs associated with the publication and mailing of legal notices and found the following:

Publications –

- The cost to publish notices in the newspaper for most development entitlements (e.g. design review permits; tentative parcel and subdivision maps; use permits; variances) generally ranged from \$101-\$202 with an average of ±\$140.
- Notices for General Plan Amendment (GPA) and Rezone applications require two publications (i.e. hearings required for both Planning Commission and City Council) and had costs which ranged from \$282-\$357 for both hearings, for an average of \$310.
- Ordinance Amendment proposals also require publications for two public hearings, but these notices must instead be published as larger 1/8th page advertisements (per the CA Gov. Code). As a result, publications costs are significantly higher with individual ads costing \$351-\$495 each, or \$702-\$990 for both hearings.

Mailings –

- The costs to mail out legal notices to property owners within 500' of project sites varied widely from \$10-\$91 with an average of \$34.
- Certain applications require two mailings (i.e. Planning Commission and City Council). These include GPA's, Rezones, and Development Agreements.

Total Hard Costs –

- Based on the information above, the combined cost to publish and mail notices for most development entitlements (e.g. design review permits; tentative parcel and subdivision maps; use permits; variances) would generally range from \$111-\$293 with an average of \pm \$174. Based on the considerable range, and factoring increasing publication and postage costs, consideration could be given to rounding the hard costs to \$200.
- The combined cost to publish and mail notices for General Plan Amendment and Rezone applications would generally range from \$339-\$425 with an average of \pm \$378.

Legal Costs (City Attorney)

The City Council discussed the possibility of recovering costs associated with the City Attorney's involvement with the processing of applications. The City Attorney is not typically involved with most applications; however, their office can be involved on an as-needed basis when dealing with unique or special (legal) issues (e.g. involvement with the El Toyon Institute GPA/Rezone and Auburn Bluffs subdivision) or when dealing with certain types of applications (e.g. development agreements; ordinance amendments).

Staff consulted with the City Attorney's office with respect to available cost information. Their office does not have any specific data on average levels of involvement in projects or costs incurred for specific projects. The City Attorney's involvement (and associated costs to the City) can vary depending on the issue(s) and the level of participation that is necessary. Given that the City Attorney is not involved in most applications, applying a "typical" cost for the Attorney's time may not be desirable. As such, if the City Council's intent is to recover legal costs to the City when it is necessary to involve the City Attorney's office, staff and the City Attorney recommend that the City collect a deposit from an applicant.

Staffing Costs

The City Council also asked for additional information about the staffing costs associated with the processing of planning applications. In addition to the cost surveys provided previously for several minor applications (see the last three pages of Attachment 1) staff has prepared cost surveys for three types of planning applications. This should give Council some perspective on the steps necessary to process an application and the resulting staffing costs. The sample applications include a Design Review Permit (see Attachment 3), a Tentative Map (Attachment 4), and a GPA/Rezone (Attachment 5). The surveys represent the "average" time and costs to process the applications; times can vary depending on the size, complexity, and issues associated with the project.

- *Design Review Permit* - Attachment 3 illustrates that a typical Design Review Permit (DRP) includes \pm \$1,742 of staff time to process, as well as roughly \$200 of hard costs, for a total cost of approximately \$1,950. The City currently collects an application fee ranging from \$563-\$651, depending of the type of DRP. To get an understanding as to how the current fee compares to the new cost survey, if the City's current application fee was reduced by the hard costs (\pm \$200) identified previously, the remaining fee of \$363-

\$451 (representing staffing costs) would account for roughly 21%-26% of the staff time identified in the time study (Attachment 3).

- *Tentative Map* - A typical Tentative Map includes \pm \$1,732 of staff time to process, as well as roughly \$200 of hard costs, for a total cost of approximately \$1,941 (Attachment 4). The City currently collects an application fee of \$748 for a Parcel Map and a minimum of \$883 for a Subdivision Map. If the City's current application fees were reduced by the hard costs (\pm \$200), the remaining fee (\$548-\$663) accounts for roughly 32-38% of the staff time identified in the time study.
- *General Plan Amendment/Rezone* - Attachment 5 illustrates that a typical General Plan Amendment or Rezone includes \pm \$2,224 of staff time to process, as well as roughly \$378 of hard costs, for a total cost of approximately \$2,602. The City currently collects an application fee of \$1323 for a Rezone and \$1,481 for a GPA (or a discounted price of \$2,225 for both applications when processed concurrently). If the City's current application fees for a Rezone and GPA are reduced by the \$378 hard cost discussed above, the remaining fees (\$945 and \$1,103) account for roughly 42%-50% of the staff time identified in the time study.

Based on the sample time studies and analysis above, staff time as part of the fee structure can vary considerably. The existing Design Review Permit fee would cover roughly 25% of the staff time from the study, while \pm 33% of staff time would be accounted for is covered for the tentative maps and up to 50% is recovered for GPA and Rezones.

The initial report submitted for Council consideration suggested a "full cost" fee for most of the standard applications the City processes. The City Council expressed that the full cost approach may not be desirable and wanted to consider staffing costs in conjunction with a potential update. One idea expressed at the April 14th hearing was to determine what the "appropriate" staffing costs might be, with the thought that some percentage of staff costs would be passed along in the application fee, but not the entire cost. One policy decision the City Council might want to consider is whether one percentage is appropriate for all applicable applications, and if so, what the appropriate percentage can be (e.g. 75%, 50%, 25%). This process would require the development of a staffing cost survey for each of the applications that this methodology would be applied to (i.e. at a minimum, the "at cost" applications found on page 3 of Attachment 1).

Based on the information presented to date, the City Council may desire to provide direction on the following issue points:

1. Does the Council wish to update planning application fees at this time? If not, no further work by staff would be necessary.
2. If yes, Council may wish to provide direction on the following:
 - a. Hard costs for publications and mailings – Should these costs be included, and if so, to what level?

- b. Legal costs – Does Council wish to charge for the City Attorney’s time if his services are necessary on a project; and, if so, does Council wish to collect a deposit for services or charge a fee?
- c. Staffing costs – At what level does Council wish to recoup staffing costs (i.e. 100%, 75%; 50%; 25%)?
- d. Does Council wish to maintain the existing fees for the following applications:
 - i. Historic Design Review (minor) – \$33 fee?
 - ii. Historic Design Review (hearing required) – \$33 fee?
 - iii. Pre-Development – \$100 & \$200 fee?
 - iv. Sign Permits - \$33 fee?
 - v. Appeals – \$100 fee?

Alternatives Available; Implications of Alternatives

1. Direct staff to prepare a Resolution amending the fee schedule for planning applications at a future, noticed hearing. Notification will be provided to business groups and interested parties.
2. Direct staff to continue using the existing fee schedule for planning applications.
3. Direct staff to provide additional information for consideration.

Fiscal Impact

The Planning Division of the Community Development Department is funded by the General Fund. Additional fees collected in association with an increase to the fee schedule for planning applications would go to the General Fund to help offset hard costs (e.g. legal advertising; public notice mailings), City Attorney time and staffing costs. The amount of the additional fees collected is not known at this time and is dependent on the number and type of applications submitted in the future.

Attachments:

1. City Council Report – April 4, 2014
2. City Council Minutes – April 4, 2014
3. Staff Cost Survey – Design Review Permit
4. Staff Cost Survey – Tentative Map
5. Staff Cost Survey – General Plan Amendment & Rezone



Report to the Auburn City Council

Action Item

Agenda Item No.

City Manager's Approval

To:	Mayor and City Council Members
From:	Reg Murray, Senior Planner
Date:	April 14, 2014
Subject:	Proposal to Amend the Fee Schedule for Planning Applications

The Issue

Should the Auburn City Council direct staff to prepare a Resolution which amends the Fee Schedule for planning applications?

Recommended Motion

By Motion, direct staff to prepare a Resolution amending the fee schedule for planning applications at a future, noticed hearing.

Background

The fee schedule for planning applications was last updated in a comprehensive fashion in 1992. Prior to the update in 1992, planning fees had been updated on a (largely) annual basis as far back as 1986. Provided below is a summary of the last several updates:

- 1986 – comprehensive fee update
- 1988 (Res. 88-192) – adopted fee schedule with cost of living increase
- 1989 (Res. 89-192) – adopted fee schedule which reflected 5.2% cost of living increase
- 1990 (Res. 90-171) – adopted fee schedule
- 1991 (Res. 91-117) – adopted fee schedule which included CPI adjustment
- 1992 (Res. 92-144) – adopted fee schedule with 4.1% CPI
- 2005 (Res 05-26) - Although not a comprehensive update of fees, the City approved revisions to the application fees for both environmental review and annexations on February 28, 2005. The annexation application fees and the environmental review fees were changed from a set fee to “at cost,” with a \$500 deposit for most of these applications.

The current fee schedule utilized for planning applications is provided with Attachment 1.

Review/Analysis

Since many of the planning application fees are significantly out-of-date and do not reflect the cost of doing business, staff is proposing that the City Council consider a comprehensive update to the fee schedule for planning applications, as detailed further below. Several factors that have bearing on the proposal include:

1. Staffing rates have increased considerably in the 22 years since the last fee adjustment.
2. The City's review and processing of applications has become more involved and sophisticated over the years in response to expectations from Council, the Commissions, the community, and changes in the law.
3. Increased involvement by the City Attorney. Since most applications are associated with infill areas, involvement by the City Attorney has increased (i.e. in association with sensitive issues and appeals to City Council). The costs for the City Attorney's services have not been recovered factored into application costs in the past.
4. The cost to publish legal advertisements in the Auburn Journal has increased over time and can encompass all or significant part of the application fee for a project (e.g. the cost to publish the legal notice for a modification to a site design can be ±\$125-\$200, but the application fee is only \$236). The cost to publish the legal notice for projects requiring citywide notification (e.g. code amendments) can but up to ±\$500.
5. The cost to mail out public notification of hearings has increased. Postage rates have increased ±66%, from \$0.29 in 1992 to \$0.48 in 2014. In addition, the mailing of notifications to property owners has been changed from a 300' radius to a 500' radius, thereby increasing the number of notices published and mailed.
6. The City updated its fees for annexation applications and environmental review in 2005 to be "at cost" in recognition of increased costs to the City.

As a result of the factors above, the City's costs to process planning applications have increased considerably since 1992. Staff believes that it would be prudent to update the planning application fee schedule to more adequately reflect the costs the City incurs when processing applications. If the City Council believes that planning application fees should be adjusted, then it may want to consider the following information.

Jurisdictions are permitted to establish application fees, but said fees cannot exceed the cost to provide the associated services (i.e. jurisdictions cannot use fees to make a profit). Accordingly, fees for the processing of applications can be collected to cover such things as staffing, publication and mailing of public notices, meetings, and hard costs for materials.

The method of establishing fees charged for applications can be determined in different ways. A specific "flat" fee can be established by identifying specific application costs through detailed fee studies that identify all of the components involved with the processing of each type of application (e.g. time analysis of all steps to process a request; staffing rates; publication costs; and other hard costs). These fees represent the cost to process an "average" application, but will not typically be

sufficient to cover larger or more complex applications (e.g. the time and cost to process a 30-lot subdivision may be more involved than for a 6-lot subdivision), or even more common in Auburn, a relatively small project that becomes controversial and/or complex. Also, flat fees do not adjust over time to take into account changes to costs affecting the City (increases in staffing costs, publication prices, postal rates). Additionally, detailed fee analyses are necessary for each proposed fee adjustment.

Alternatively, applications can have “at cost” fees, wherein the applicant provides a deposit which is drawn from to pay for the cost to process their application. Additional funds are deposited during the process, if necessary. “At cost” application fees generally reflect a truer cost to process an application as they are scalable to the type, size, and degree of complexity associated with each application; and, they also adjust over time in response to changing costs.

Staff surveyed several other local jurisdictions to compare their planning application fees to those of the City’s (see Attachment 2). The jurisdictions include Placer County, Folsom, Rocklin, Roseville, Grass Valley, and Placerville. Standard, flat fees appear in the chart without highlighting; “at cost” fees are italicized in the shaded boxes and include a deposit (amount indicated). As noted with Attachment 2, all of the City’s application fees are significantly below the fees charged by the jurisdictions surveyed.

Proposal -

The Community Development Department is proposing an update to most of the planning application fees from the existing schedule (see the comparison of the “existing” and “proposed” fees on the left side of Attachment 2). The proposal includes a combination of both “at cost” fees and flat fees. Provided below is a summary of the proposed changes:

No Changes – Staff is not recommending changes to the following applications, since the current fee is representative of the scope associated with these types of requests; and, since the number of applications is relatively limited.

- Administrative Permit
- Large Family Day Care Home
- Special Event
- Tree Permit (admin)
- Tree Permit (home)

“At Cost” applications – The following entitlements would be updated to become “at cost”.

- Amendments (all)
- Design Review
- Design Review (additions)
- Development Agreements
- Extensions (all)
- General Plan Amendments (GPA)
- GPA with Rezone
- Lot Splits (aka Parcel Maps)
- Ordinance Amendments
- Rezones
- Tentative Subdivision Maps
- Tree Permits (with hearing)
- Variances

In conjunction with the “at cost” applications above, the City would collect deposits for each entitlement. Due to differences in the scope, size, and complexities associated with the various entitlements, staff is proposing two deposit levels - \$500 for applications that are typically smaller in scope; and, \$1,000 for the larger, more complex entitlements. If multiple entitlements are processed at the same time, the larger of the required deposits would be collected at the time of the initial application.

Flat Fee applications – The proposal includes updates to the fees associated with three application types – Historic Design Review Permits, Pre-Development Review, and Sign Permits.

1. Historic Design Review (HDR) – The City currently charges a \$33 application fee for HDR permits, which includes signs in the historic district as well as minor modifications to buildings such a changes to paint colors, building materials, and awnings. When the fee was established in 1992, the City recognized that it was not recovering the City’s true cost to process the applications and was subsidizing HDR permits (i.e. the true cost identified with the fee analysis prepared at the time was \$63).

The historic design review process has changed since the last update. Currently, sign permits and some other minor changes (e.g. exterior light fixtures) are reviewed and approved by staff. Other types of applications, for color and material changes, are reviewed by the Historic Design Review Commission (HDRC). As a result, the amount of time and effort differs considerably between these two types of HDR applications. Staff has prepared a basic cost review of both processes (see Attachment 3; page 1). Per the fee review, the City’s cost to process HDR permits for signs is roughly \$91, while the true cost of HDR permits for other issues is just under \$450. The reason for the difference is that the latter application requires review and approval by the HDRC and there are additional costs associated with the preparation of a staff report, mailing of meeting notices, preparation and distribution of an agenda, and meeting attendance.

Based on the two levels of review, as well as the changes in costs to the City, staff is seeking direction for both types of HDR permits:

HDR (signs) -	Existing - \$33
	Cost study - \$91
	Options - \$33 (no change) or \$50 or \$91
HDR (hearing involved) -	Existing - \$33
	Cost study - \$448
	Options - \$33 (no change) or \$448 or at cost

As previously noted, the City recognized the historic districts in prior fee updates and decided that some level of subsidy was appropriate to encourage improvements to properties. Accordingly, the Council may wish to consider some reduction in fees with this proposal as well (e.g. HDR applications for sign could be \$50 instead of \$91, which would be consistent with the proposal for sign permits).

2. Pre-Development Review – The City offers a Pre-Development Review application to applicants who are considering projects within Auburn. These applications are intended for difficult or controversial projects and they give applicants a general understanding of the issues and standards they could expect from the City should they elect to move forward with a full application. The current cost for a Pre-Development application is \$100; or, \$200 to take the application to the Planning Commission, and the application's cost is credited against the application fees for the project should they apply within six months of the pre-development review. As with Historic Design Review applications (note above), the City recognized that the fee collected for Pre-Development review does not cover the City's true cost to process the application.

The fee review in Attachment 3 (second page) shows that the City's current cost to process a Pre-Development application is roughly \$323; or, \$700 should the application goes to the Planning Commission. The subsidized cost and fee credit help to encourage use of the process and serve to get details of a request to the applicant earlier in the review process. Accordingly, staff's proposal is for a reduced fee.

Pre-Development Review (no hearing) -	Existing - \$100
	Cost study - \$323
	Proposed - \$200
Pre-Development Review (w/ hearing) -	Existing - \$200
	Cost study - \$700
	Proposed - \$400

3. Sign Permits – The application fee for a sign permit is currently \$33. This fee is less than the City's cost (\$52) detailed in the fee review (Attachment 3) and considerably less than the other jurisdictions that were surveyed. As above, with past fee updates, a decision was made to assist businesses by subsidizing sign applications with reduced application fees.

Sign Permit -	Existing - \$33
	Cost study - \$52
	Options - \$33 (no change) or \$52

Appeals – The City's current application fee for an appeal is \$100 and was first established in 1992 (i.e. prior to 1992, the City did not have an application fee for appeals). In adopting the fee, the City kept it relatively low so that it would not be a deterrent to filing an appeal. The City indicated that their intent was to reflect the approximate costs for the publication of notices in the newspaper, and the mailing of hearing notices to property owners, for "average" projects.

If the City Council wishes to consider an update of the existing \$100 appeal fee, while maintaining the intent behind the original fee (i.e. a lower cost that doesn't deter public participation; collection of publication and mailing costs), staff believes that there are a couple options available:

- Staff surveyed the cost to publish legal notices in the Auburn Journal and noted costs generally ranging from \$123-\$202, with an average cost of roughly \$150. There were a couple exceptions for projects with city-wide notices that had costs ranging from \$350-

\$500. In addition to the publication costs for the newspaper, the costs to mail out legal notices to the property owners with 500' of project sites typically ran from \$29 - \$76, with an average around \$50. Based on these costs, an appeal fee in the \$200 - \$300 range would be appropriate.

- If the Council wishes to recoup the full cost of publication and mailing, the fee update could involve a deposit of \$500 that would be used to pay for the publication and mailing costs, with the balance returned to the appellant at the conclusion of the item.

Options to the existing \$100 appeal fee include:

Appeal - no change - \$100

publication/ mailing costs (averages) - \$200 - \$300

publication/ mailing costs (full cost) – at cost with \$500 deposit

New application fees – Page 3 of Attachment 2 includes application fees for two new items – Letters (for zoning clearance, burn-down; and verification) and Planned Sign Permit Programs. Both reflect services that staff currently provide; however, no fee has been established for either item. Planned Sign Programs were established with the sign ordinance update in 2012; and, while infrequent, involve staff time to review and coordinate with the project applicant. Letters for zoning clearance, property verification, and burndown are more frequent and involve staff time for research and preparation of the letters. As a result, staff is proposing that both items be included on the planning fee schedule. The application fee would be at cost, with a \$50 initial deposit.

Clean Up – The proposal will also include one clean-up item by replacing “Design Review – Admin Small” and “Design Review – Admin Large” with one application “Design Review – Admin” that has a \$50 flat fee. The modification combines the administrative review of design review revisions into one entitlement since the current ordinance does not distinguish between small and large administrative revisions.

Summary - Staff is proposes to update the 22-year old planning application fee schedule. The majority of applications would be at cost, with either a \$500 or \$1,000 deposit. A few select applications would remain unchanged, while a few applications with flat fees could be updated to reflect current processing costs (e.g. historic design review permits, pre-development review, sign permits, and appeals). Two new fees would also be established to respond to information requests (i.e. zoning clearance letters) and to address the review of sign programs.

Alternatives Available; Implications of Alternatives

1. Direct staff to prepare a Resolution amending the fee schedule for planning applications at a future, noticed hearing. Notification will be provided to business groups and interested parties.
2. Deny the proposal and maintain the existing fee schedule for planning applications.
3. Direct staff to conduct a workshop.
4. Direct staff to provide additional information for consideration.

Fiscal Impact

The Planning Division of the Community Development Department is funded by the General Fund. Additional fees collected in association with an increase to the fee schedule for planning applications would go to the General Fund to help offset hard costs (e.g. legal advertising; public notice mailings) and staffing costs (including legal services). The amount of the additional fees collected is not known at this time and is dependent on the number and type of applications submitted in the future.

Attachments:

1. Existing fee schedule
2. Fee comparison chart
3. Application process review

CITY OF AUBURN

Planning, Zoning and Environmental Review Fees and Charges
(Updated – 01/30/14)

TYPE OF APPLICATION	FEE	
Administrative Permit (to approved project)	\$	57.00
Amendments	\$	197.00
With Public Hearing	+	\$ 39.00
In Historic District – new construction	\$	197.00
In Historic District – all other construction	\$	33.00
Annexation	At Cost	\$500 deposit +LAFCO fees
Appeals		
Appeal of Planning Commission decision	\$	100.00
Appeal of Historic Design Review Commission decision	\$	100.00
Appeal of Community Development Director (e.g. signs; tree violations)	\$	100.00
Appeal of Director's decisions pursuant to AMC Chapter 162 – no fee	\$	0.00
Commission Information		
Agendas Only	\$	25.00 Per year
Agenda + Approved Minutes	\$	35.00 Per year
Conditional Use Permits		
Class A		\$1,443.00
Class B		\$ 858.00
Class C		\$ 415.00
(Res/Comm PUD fee is 50% if accompanying a subdivision map)		
Design Review Permits - Citywide		
Type A – New Construction (PC approval)	\$	651.00
Type B – New Construction (PC approval)	\$	607.00
Type C – New Construction (PC approval)	\$	563.00
Additions, Alterations, Remodeling (PC approval)	\$	400.00
Administrative approval - Minor projects (e.g. similar materials/colors)	\$	33.00
Administrative approval - Larger projects (e.g. alterations, remodeling)	\$	100.00
Design Review Permits – Historic District		
New construction - HDRC approval	As above	
Additions, Alterations, Remodeling - HDRC approval	\$	33.00
Administrative approval – Minor issues	\$	33.00
Voluntary residential review	\$	33.00
Development Agreement – in conjunction with an application	\$	400.00
Environmental Review		
Initial Study/Categorical Exemption	\$	66.00
Initial Study/Negative Declaration (Staff Preparation)	At cost	No deposit
Initial Study/Mitigated Negative Declaration (Staff Preparation)	At cost	\$500 Deposit
Initial Study/Mitigated Negative Declaration (Consultant Preparation)	\$500	(+ staff time
Consultant cost + staff time (at cost)	deposit	at cost)
Expanded Initial Study + EIR (Consultant Preparation)	\$500	(+ staff time
Consultant cost + staff time (at cost)	deposit	at cost)

Extension of Time		
DRP/Subdivision/CUP	\$	415.00
Parcel Map/Development Agreement	\$	289.00
Historic design review permit – new construction	\$	415.00
Historic design review permit – other types of construction	\$	33.00
General Plan Amendment		
Combined with Rezone		\$1,481.00
		\$2,225.00
Home Occupation Permit		
	\$	11.00
Historic Designation		
	\$	N/C
Historic Register Amendment/Rescission		
	\$	N/C
Large Family Day Care Home Permit		
	\$	41.00
Ordinance Amendment		
		\$1,323.00
Predevelopment Review		
Administrative/Staff Review of Misc. Plans	\$	100.00 *
Staff Review w/Commission Hearing	\$	200.00 *
* Fee is credited to any subsequent application fee if filed within six (6) months for the same or substantially similar proposal		
Rezone/Prezone		
	\$1,323.00	
Until 2/10/96 when request is consistent with the 1993 General Plan	\$	927.00
Sign Permit and Special Permits (temporary sales and outdoor seating)		
	\$	33.00
Subdivisions		
Minor Boundary Line Adjustment	\$	257.00
Certificate of Compliance (Public Works Department)	\$	301.00
Minor Land Division (Parcel Map: 1-4 Lots)	\$	748.00
Major Land Division (Tentative Map: 5+ Lots)	\$	748.00
		(+ \$27/lot for 0-25 lots, then \$6/lot for each lot over 25).
Tree Permits		
Administrative Tree Permit – Staff review for minor encroachment	\$	25.00
Tree Permit – Commission review for removals or significant encroachment	\$	400.00
Tree Permit – Individual Home	\$	50/tree Max \$250
Variance		
Residential/Commercial Minor Setback/Sign Variances	\$	252.00
Other Residential/Commercial/Industrial Variances (e.g.: Parking, etc.)	\$	514.00
NOTE: APPLICANTS WILL ALSO BE RESPONSIBLE FOR ANY DIRECT COSTS TO RECORD NECESSARY DOCUMENTS WITH THE PLACER COUNTY RECORDER		

PLACER COUNTY AIRPORT LAND USE COMMISSION (PCTPA)

FEE SCHEDULE*

Minor Projects (Staff Review)	\$250.00
Major Projects (Commission Review)**	\$750.00
Mandatory Projects***	\$1,250.00
ALUC Appeals	\$100.00

Note: A separate check shall be payable to Placer County Transportation Planning Agency (PCTPA). City of Auburn Staff will transmit PCTPA payment, on applicant's behalf, concurrent with project review request.

*The fee is the minimum charge and is non-refundable.

** If it is determined that technical assistance is needed to complete the review, then the "Supplemental Deposit," must be deposited to proceed. After the project review is completed, the project proponent will either receive an invoice or an additional amount due or a refund depending on the actual costs incurred. At the time the cost of the review reaches 80 percent of the deposited amount, the project proponent will be notified that additional payment may be required upon completion of the review.

*** Fees for Mandatory Project review of local member agency planning documents would be waived.

DESIGN REVIEW PERMITS

	Class A	Class B	Class C
Residential Buildings	30+ Units	10 – 29 Units	1 – 9 Units
Commercial Buildings	20,000 + sq. ft.	5,000 – 19,999 sq. ft.	Up to 4,999 sq. ft.
Industrial Buildings	50,000 + sq. ft.	10,000 – 49,999 sq. ft.	Up to 9,999 sq. ft.

TYPES OF USE PERMITS

Type A	Type B	Type C
Airport Structures Auto Repair Shops Auto Service Stations Bitumen Paving Plants Bowling Alleys Commercial PUD over 10 acres Conditionally Permitted Uses in the Riparian Zones Creameries Drive-In Facilities Drive-In Restaurant Excavation/Quarry Operations Feed and Animal Sales yards Fertilizer Plants Guest Ranches "HS" Uses with new buildings Hospitals Industrial Agricultural Prod. Plan Junk Yards Kennels/Animal Hospital Mining Operations Mining Reclamation Plans Mobile Home Parks Motorcycle Sales/Repairs Nurseries & Greenhouses Petroleum Products Manufacturing Public Dumps Recreational Uses in OSC Dist. Residential PUD over 20 Units Slaughter Houses Smelting Theatres Wrecking Yards	Apartment/Rental Housing In the "C-1" District Charitable or Unique Facilities in the "OSC District Churches Cleaning Plants Commercial PUD – 10 Acres or less Commercial Uses in the "M" District Communication, Utility Bldgs & Substations Electrical/Plumbing Shops "HS" Uses within Existing Buildings Laundries Printing Shops Professional Offices in the "R-3" District Residential Density Bonus Permit Residential PUD – 20 Units or less Rest Homes Rooming & Boarding Houses Second Living Units Sex-oriented Entertainment Business Sheet Metal Shops Taverns Tire Recapping/Sales	Day Nurseries Foster & Day Care Home Guest Houses Hardship Mobile Homes Living Quarters Accessory to and in a Commercial Building. Minor Amendment to Existing Res/Comm PUD w/no new Construction Outdoor Merchandising/Vending in a "C" District Out Patient Care Homes Temporary Sales/Contractors Office Temporary Uses/Outdoor Events Mobile Food Vendors, Private Property <i>(Multiple properties/locations may be proposed with one application fee)</i>

APPLICATION FEE COMPARISON
April 2014

Fee	Auburn (existing)	Auburn (proposed)	Placer County	Folsom	Rocklin	Roseville ¹	Grass Valley ²	Placerville
Administrative Permit	\$57	\$57	\$135			\$986		\$150
Amendment, Design Review	\$236	\$500	\$251-\$2,692		\$3,481	\$3,669	\$652	
Amendment, Lot Split	\$236	\$500	\$222-\$757	\$8,043	\$3,481	\$1,653 - \$3,871	\$1,910	
Amendment, Subdivision	\$236	\$500	\$1,418	\$8,043	\$10,377	\$1,653 - \$3,871	\$1,910	
Amendment, Use Permit	\$236	\$500	NC - \$2,702	\$1,426	\$3,481	\$3,676		
Annexation	\$500	\$500		\$4,893	\$17,487	\$14,567	\$6,151	AC
Appeal	\$100	TBD	\$536	\$217-\$436	\$1,604-\$1,938	\$878-\$936	PC - \$345 CC - \$304 or 20% of app fee	\$400
Design Review	\$565-\$651	\$1,000	\$752-\$4,038	\$4,053	\$9,888	\$6,374	\$1,418-\$2,566	\$500 - \$2,900 ⁺
Design Review - Additions	\$400	\$500						
Design Review - Admin Small	\$33	eliminate				\$139		
Design Review - Admin Large	\$100	eliminate						
Design Review - Admin	\$100	\$50						
Development Agreement	\$400	\$500	\$3,626	\$4,677	\$11,761-\$28,178	\$1,921 \$3,593 \$7,281	\$5,410-\$14,503	AC
Extension - Design Review	\$415	\$500	\$301-\$1,615		\$4,587	\$3,669	\$473	\$500

Fee	Auburn (existing)	Auburn (proposed)	Placer County	Folsom	Rocklin	Roseville ¹	Grass Valley ²	Placerville
Extension - Dev. Agreement	\$289	\$500			\$4,587			
Extension - Parcel Map	\$289	\$500	\$552	\$3,455	\$4,587	\$1,653	\$821	\$400
Extension - Subdivision Map	\$415	\$500		\$3,455	\$4,587	\$1,653	\$821	\$650
Extension - Use Permit	\$415	\$500	\$1,621		\$4,587	\$3,676		\$500
General Plan Amendment (GPA)	\$1,481	\$1,000	\$3,626	\$3,706 \$7,411	\$11,434	\$6,981 \$12,806 \$13,036	\$5,786	\$2,100
GPA w/ Rezone	\$2,225	\$1,000	\$4,113					
Historic Design Review (signs)	\$33	TBD		\$54	\$1,224			\$400
Historic Design Review (with HDRC hearing)	\$33	TBD		\$1,869	\$1,224			\$400
Home Occupation	\$11	\$11		\$26	\$69-\$121	\$93	\$173	
Large Family Day Care Home	\$41	\$41						
Lot Split	\$748	\$1,000	\$2,760-\$5,520	\$4,826	\$9,888	\$2,335	\$2,738	\$1,500
Ordinance Amendment	\$1,323	\$1,000	\$3,090	\$1,941	\$8,823 - \$10,072	\$9,052	\$2,415	\$2,000
Pre-Development	\$100 - \$200 ³	\$200 - \$400 ³	\$1,153	\$554			\$325-\$642	\$525
Rezone	\$1,323	\$1,000	\$3,090	\$2,540 - \$5,073	\$9,846 - \$10,850	\$7,228 - \$13,495	\$3,962	\$2,000
Sign Permit	\$33	TBD	\$108	\$109	\$104	\$186	\$258	based on valuation
Special Event	\$33	\$33		\$55	\$285			
Subdivision Map	\$748 + \$27/lot	\$1,000	\$1,396 + \$110/lot	\$5,838 + \$30/lot	\$17,715	\$4,618 - \$6,670	\$3,804-\$10,234	\$3,000 + \$30/lot

Fee	Auburn (existing)	Auburn (proposed)	Placer County	Folsom	Rocklin	Roseville ¹	Grass Valley ²	Placerville
TP - Admin	\$25	\$25				\$123		
TP - PC hearing	\$400	\$500				\$2,460 - \$3,772		
TP - home	\$50-\$250	\$50-\$250						
Tree Permit			\$26	\$33 - \$254	\$915 - \$1,232			
Use Permit	\$415-\$1,443	\$500	\$2,019-\$3,030 or \$4,053	\$5,029	\$5,133-\$9,888	\$5,628	\$2,373 - \$6,379	\$700 - \$1,500
Variance	\$252 - \$514	\$500	\$1,380	\$1,426	\$5,036	\$923 - \$3,364	\$757 - \$1,589	\$500 - \$1,000
Proposed New Fees								
Planned Sign Program		\$50		\$254		\$787	\$1,016	\$350
Letters - Zoning Clearance, Burn- down, Verification		\$50		\$262	\$169	\$93	\$173	\$60

Italic - At Cost with Deposit

¹ - 3% technology fee on all permits

² - appeal fees refunded if ruling is for appellant

³ - pre-dev fee applied to future app fee if submittal w/in 6 mo.

AC - At Cost

NC - No Cost

APPLICATION PROCESS REVIEW
April 2014

Entitlement	Process	Staff	Rate ¹	Time	Cost
Historic Design Review (signs)					
	Application submittal; completeness review; log-in application	Planner	\$52.12	0.25	\$13.03
	Verify with ordinance; verify with historic guidelines; site inspection	Planner	\$52.12	0.50	\$26.06
	Prepare notification of approval; contact applicant; send notification to applicant	Planner	\$52.12	0.50	\$26.06
	Scan application; send to HDRC; copy to file(s)	Planner	\$52.12	0.25	\$13.03
	Review at permit stage	Planner	\$52.12	0.25	\$13.03
	TOTAL:				\$91.21
Historic Design Review (hearing items)					
	Application submittal; completeness review; log-in application	Planner	\$52.12	0.25	\$13.03
	Verify with ordinance; verify with historic guidelines; site inspection	Planner	\$52.12	0.75	\$39.09
		Director	\$70.28	0.25	\$17.57
	Report - mail notices; prepare staff report; prepare agenda; distribute report	Planner	\$52.12	3.00	\$156.36
		Director	\$70.28	0.25	\$17.57
	Agenda - prepare agenda; distribute report; post website	Planner	\$52.12	2.00	\$104.24
	Public hearing	Planner	\$52.12	0.75	\$39.09
		Director	\$70.28	0.50	\$35.14
	Post meeting - mail action to applicant; clean file	Planner	\$52.12	0.50	\$26.06
	TOTAL:				\$448.15

Entitlement	Process	Staff	Rate ¹	Time	Cost
Pre-Development (admin review)					
	Pre-application consulting - discuss proposal; review procedures	Planner	\$52.12	0.25	\$13.03
	Application submittal - accept app; initial completeness review; log-in; stamp materials; create file	Planner	\$52.12	0.50	\$26.06
	Initial processing - Route plans; initial review; field visit	Planner	\$52.12	1.50	\$78.18
	Design Review Committee meeting	Planner	\$52.12	0.33	\$17.20
		Bldg Official	\$50.72	0.33	\$16.74
		Engineer	\$55.52	0.33	\$18.32
		Fire Chief	\$84.94	0.33	\$28.03
	Prepare City comments	Planner	\$52.12	1.50	\$78.18
		Bldg Official	\$50.72	0.25	\$12.68
		Engineer	\$55.52	0.25	\$13.88
		Fire Chief	\$84.94	0.25	\$21.24
	TOTAL:				\$323.53
Pre-Development (with PC hearing)					
	Pre-application consulting - discuss proposal; review procedures	Planner	\$52.12	0.25	\$13.03
	Application submittal - accept app; initial completeness review; log-in; stamp materials; create file	Planner	\$52.12	0.50	\$26.06
	Initial processing - Route plans; initial review; field visit	Planner	\$52.12	1.50	\$78.18
	Design Review Committee meeting	Planner	\$52.12	0.33	\$17.20
		Bldg Official	\$50.72	0.33	\$16.74
		Engineer	\$55.52	0.33	\$18.32
		Fire Chief	\$84.94	0.33	\$28.03
	Prepare City comments	Planner	\$52.12	1.50	\$78.18
		Bldg Official	\$50.72	0.25	\$12.68
		Engineer	\$55.52	0.25	\$13.88
		Fire Chief	\$84.94	0.25	\$21.24
	Report - mail notices; prepare staff report; prepare agenda; distribute report	Planner	\$52.12	3.00	\$156.36
		Director	\$70.28	0.25	\$17.57
	Agenda - prepare agenda; distribute report; post website	Planner	\$52.12	2.00	\$104.24
	Public hearing	Planner	\$52.12	0.75	\$39.09
		Director	\$70.28	0.50	\$35.14
	Post meeting - mail action to applicant; clean file	Planner	\$52.12	0.50	\$26.06
	TOTAL:				\$701.99

Entitlement	Process	Staff	Rate ¹	Time	Cost
Sign Permit					
	Application submittal; completeness review; log-in application	Planner	\$52.12	0.25	\$13.03
	Review - Verify with ordinance; site inspection	Planner	\$52.12	0.50	\$26.06
	Prepare approval; contact applicant	Planner	\$52.12	0.25	\$13.03
	TOTAL:				\$52.12

¹ - Uses fully-loaded rate (hourly + benefits)

13. **Proposal to Amend the Fee Schedule for Planning Applications**

Senior Planner Reg Murray presented this item. He said the last time the planning fees were updated was 1992. He spoke about factors that affect city-incurred costs during review and processing of entitlements and applications. He spoke about the difference between flat-rate fees and at-cost fees. He reviewed new proposed fees and proposed changes to existing fees.

Council Member questions followed regarding (1) appeals at-cost, (2) impact of increased fees, (3) staffing cost in fees, (4) fee revenue trend, (5) different types of applications/ reviews, (6) pre-development process, and (7) at-cost evaluation.

Robert Snyder, resident of Auburn, spoke in favor of keeping the appeals fee at \$100 so that people feel they have the opportunity to appeal decisions.

Council Member comments followed regarding proposed fees, excluding some or all staff costs and public input.

Interim City Manager Richard Ramirez suggested the option of bringing this issue back at a future meeting to define the policy/ intent of the Council.

By **MOTION**, continue this item to the first City Council meeting in June. The motion was made by Council Member Nesbitt and seconded by Council Member Kirby and approved by the following roll call vote:

Ayes: Hanley, Holmes, Kirby, Nesbitt, Powers

Noes:

Abstain:

Absent:

REPORTS14. **City Council Committee Reports**

Council Member Nesbitt reported on the Placer County Transportation Agency meeting where Caltrans did a presentation on the raising of several overpasses on I-80.

Council Member Holmes reported on his trip to Ontario to the CA League of Cities policy committee meeting regarding SB983. He reported on the Placer County Air Pollution Control District approving a grant for \$10,000 to install electric vehicle charging stations in Auburn. He said he is traveling to Washington D. C. in early May.

Mayor Powers reported on upcoming meetings of the Placer County Economic Development Board and the Auburn Airport Business Park Association.

APPLICATION PROCESS REVIEW					
Design Review Permit					
June 9, 2014					
Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
Application submittal - accept app; initial completeness review; log-in; enter into database; add to project list; date stamp materials; create file, vicinity map, and aerial	Planner	\$52.12	1.50	\$78.18	
DRC notice - Draft DRC distribution notice; add vicinity map; aerial photo; route plans	Planner	\$52.12	0.50	\$26.06	
Agency notice - Draft agency request for comments letter; add vicinity map, aerial photo, plans; mail to distribution list	Planner	\$52.12	0.75	\$39.09	
	Mail to distribution list				\$7.50
Initial project review + field visit	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.33	\$16.74	
	Engineer	\$55.52	0.33	\$18.32	
	Fire Chief	\$84.94	0.25	\$21.24	
Design Review Committee meeting	Planner	\$52.12	0.33	\$17.20	
	Bldg Official	\$50.72	0.33	\$16.74	
	Engineer	\$55.52	0.33	\$18.32	
	Fire Chief	\$84.94	0.33	\$28.03	
Prepare Completeness letter and City comments	Planner	\$52.12	3.00	\$156.36	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	0.25	\$13.88	
	Fire Chief	\$84.94	0.25	\$21.24	
Receive resubmittal and route plans for review	Planner	\$52.12	0.50	\$26.06	
Review resubmittal	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	0.25	\$13.88	
	Fire Chief	\$84.94	0.25	\$21.24	
Finalize Conditions of Approval	Planner	\$52.12	2.00	\$104.24	
Public Hearing Notice - prepare public hearing notice; email notice to Auburn Journal; mail legal notices to property owners	Planner	\$52.12	1.25	\$65.15	
	Publication in paper				\$150.00
	Postage for legal notices				\$50.00

Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
Prepare staff report and draft resolution; organize all attachments and exhibits	Planner	\$52.12	5.00	\$260.60	
Review staff report	Director	\$70.28	0.33	\$23.19	
Corrections to staff report	Planner	\$52.12	0.33	\$17.20	
Prepare agenda	Planner	\$52.12	0.33	\$17.20	
Prepare agenda packet	Planner	\$52.12	2.00	\$104.24	
Distribute agenda packet to Commissioners	Planner	\$52.12	1.00	\$52.12	
Send applicant staff report; post agenda packet to website; email to notice list and City Council	Director	\$70.28	0.50	\$35.14	
Post adopted minutes on website	IT	\$36.53	0.25	\$9.13	
Setup for public hearing	Planner	\$52.12	0.50	\$26.06	
Public hearing	Planner	\$52.12	1.00	\$52.12	
	Director	\$70.28	1.00	\$70.28	
After hearing cleanup; download digital minutes	Planner	\$52.12	0.50	\$26.06	
Post meeting - finalize resolution and conditions; send resolution and conditions to applicant; amend agenda with Commission action; repost amended agenda to website	Planner	\$52.12	0.75	\$39.09	
Post meeting - clean file	Planner	\$52.12	0.50	\$26.06	
Prepare & edit meeting minutes; submit for posting	Planner	\$52.12	1.50	\$78.18	
Review meeting minutes	Director	\$52.12	0.25	\$13.03	
Post adopted minutes on website	IT	\$36.53	0.25	\$9.13	
SUBTOTALS:				\$1,742.51	\$207.50
TOTAL:					\$1,950.01
Design Review Permit - Current Cost				Type A - \$563 Type B - \$607 Type C - \$651	

¹ - Uses fully-loaded rate (hourly + benefits)

APPLICATION PROCESS REVIEW					
Tentative Map					
June 9, 2014					
Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
Pre-application consulting - discuss proposal; review procedures	Planner	\$52.12	0.25	\$13.03	
Application submittal - accept app; initial completeness review; log-in; enter into database; add to project list; date stamp materials; create file, vicinity map, and aerial	Planner	\$52.12	1.50	\$78.18	
DRC notice - Draft DRC distribution notice; add vicinity map; aerial photo; route plans	Planner	\$52.12	0.50	\$26.06	
Agency notice - Draft agency request for comments letter; add vicinity map, aerial photo, plans; mail to distribution list	Planner	\$52.12	0.75	\$39.09	
	Mail to distribution list				\$7.50
Initial project review + field visit	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.33	\$16.74	
	Engineer	\$55.52	1.00	\$55.52	
	Fire Chief	\$84.94	0.50	\$42.47	
Design Review Committee meeting	Planner	\$52.12	0.50	\$26.06	
	Bldg Official	\$50.72	0.50	\$25.36	
	Engineer	\$55.52	0.50	\$27.76	
	Fire Chief	\$84.94	0.50	\$42.47	
Prepare Completeness letter and City comments	Planner	\$52.12	2.00	\$104.24	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	1.00	\$55.52	
	Fire Chief	\$84.94	0.50	\$42.47	
Receive resubmittal and route plans for review	Planner	\$52.12	0.50	\$26.06	
Review resubmittal	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	1.00	\$55.52	
	Fire Chief	\$84.94	0.25	\$21.24	
Finalize Conditions of Approval	Planner	\$52.12	1.00	\$52.12	
Public Hearing Notice - prepare public hearing notice; email notice to Auburn Journal; mail legal notices to property owners	Planner	\$52.12	1.25	\$65.15	
	Publication in paper				\$150.00

Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
	Postage for legal notices				\$50.00
Prepare staff report and draft resolution; organize all attachments and exhibits	Planner	\$52.12	5.00	\$260.60	
Review staff report	Director	\$70.28	0.33	\$23.19	
Corrections to staff report	Planner	\$52.12	0.33	\$17.20	
Prepare agenda	Planner	\$52.12	0.33	\$17.20	
Prepare agenda packet	Planner	\$52.12	1.00	\$52.12	
Distribute agenda packet to Commissioners	Planner	\$52.12	0.75	\$39.09	
Send applicant staff report; post agenda packet to website; email to notice list and City Council	Director	\$70.28	0.50	\$35.14	
Post adopted minutes on website	IT	\$36.53	0.25	\$9.13	
Setup for public hearing	Planner	\$52.12	0.50	\$26.06	
Public hearing	Planner	\$52.12	0.75	\$39.09	
	Director	\$70.28	0.75	\$52.71	
After hearing cleanup; download digital minutes	Planner	\$52.12	0.50	\$26.06	
Post meeting - finalize resolution and conditions; send resolution and conditions to applicant; amend agenda with Commission action; repost amended agenda to website	Planner	\$52.12	0.75	\$39.09	
Post meeting - clean file	Planner	\$52.12	0.50	\$26.06	
Prepare & edit meeting minutes; submit for posting	Planner	\$52.12	1.00	\$52.12	
Review meeting minutes	Director	\$52.12	0.25	\$13.03	
Post adopted minutes on website	IT	\$36.53	0.25	\$9.13	
SUBTOTALS:				\$1,733.80	\$207.50
TOTAL:					\$1,941.30
Tentative Parcel Map - Current Cost					\$748.00
Tentative Subdivision Map - Current Cost					\$748.00
	(+\$27/lot for lots 1-25; then \$6/lot for each extra				

¹ - Uses fully-loaded rate (hourly + benefits)

APPLICATION PROCESS REVIEW General Plan Amendment or Rezone June 9, 2014					
Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
Pre-application consulting - discuss proposal; review procedures	Planner	\$52.12	0.50	\$26.06	
Application submittal - accept app; initial completeness review; log-in; enter into database; add to project list; date stamp materials; create file, vicinity map, and aerial	Planner	\$52.12	1.50	\$78.18	
DRC notice - Draft DRC distribution notice; add vicinity map; aerial photo; route plans	Planner	\$52.12	0.50	\$26.06	
Agency notice - Draft agency request for comments letter; add vicinity map, aerial photo, plans; mail to distribution list	Planner	\$52.12	0.75	\$39.09	
	Mail to distribution list				\$7.50
Initial project review + field visit	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.33	\$16.74	
	Engineer	\$55.52	0.33	\$18.32	
	Fire Chief	\$84.94	0.33	\$28.03	
Design Review Committee meeting	Planner	\$52.12	0.33	\$17.20	
	Bldg Official	\$50.72	0.33	\$16.74	
	Engineer	\$55.52	0.33	\$18.32	
	Fire Chief	\$84.94	0.33	\$28.03	
Coordination with City Attorney	Planner	\$52.12	0.50	\$26.06	
	CATTY	\$0.00	0.00		\$0.00
Prepare Completeness letter and City comments	Planner	\$52.12	2.00	\$104.24	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	1.00	\$55.52	
	Fire Chief	\$84.94	0.50	\$42.47	
Receive resubmittal and route plans for review	Planner	\$52.12	0.50	\$26.06	
Review resubmittal	Planner	\$52.12	1.50	\$78.18	
	Bldg Official	\$50.72	0.25	\$12.68	
	Engineer	\$55.52	1.00	\$55.52	
	Fire Chief	\$84.94	0.25	\$21.24	
Finalize Conditions of Approval	Planner	\$52.12	1.00	\$52.12	

Process	Staff	Rate ¹	Time	Staffing Cost	Hard Costs
Planning Commission Hearing					
Public Hearing Notice - prepare public hearing notice; email notice to Auburn Journal; mail legal notices to property owners	Planner	\$52.12	1.25	\$65.15	
Publication in paper					\$155.00
Postage for legal notices					\$34.00
Prepare staff report and draft resolution; organize all attachments and exhibits	Planner	\$52.12	5.00	\$260.60	
Review staff report	Director	\$70.28	0.33	\$23.19	
Corrections to staff report	Planner	\$52.12	0.33	\$17.20	
Prepare agenda	Planner	\$52.12	0.33	\$17.20	
Prepare agenda packet	Planner	\$52.12	1.00	\$52.12	
Distribute agenda packet to Commissioners	Planner	\$52.12	0.75	\$39.09	
Send applicant staff report; post agenda packet to website; email to notice list and City Council	Planner	\$52.12	0.50	\$26.06	
Setup for public hearing	Planner	\$52.12	0.50	\$26.06	
Public hearing	Planner	\$52.12	0.75	\$39.09	
	Director	\$70.28	0.75	\$52.71	
After hearing cleanup; download digital minutes	Planner	\$52.12	0.50	\$26.06	
Post meeting - finalize resolution and conditions; send resolution and conditions to applicant; amend agenda with Commission action; repost amended agenda to website	Planner	\$52.12	0.75	\$39.09	
Prepare & edit meeting minutes; submit for posting	Planner	\$52.12	1.00	\$52.12	
Review meeting minutes	Director	\$52.12	0.25	\$13.03	
Post adopted minutes on website	IT	\$36.53	0.25	\$9.13	
City Council Hearing					
Public Hearing Notice - prepare public hearing notice; email notice to Auburn Journal; mail legal notices to property owners	Planner	\$52.12	1.25	\$65.15	
Publication in paper					\$155.00
Postage for legal notices					\$34.00
Coordination with City Attorney	Planner	\$52.12	0.50	\$26.06	
	CATTY	\$0.00	0.00		\$0.00
Prepare staff report and draft resolution; organize all attachments and exhibits	Planner	\$52.12	5.00	\$260.60	
Review staff report	Director	\$70.28	0.33	\$23.19	

Process	Staff	Rate¹	Time	Staffing Cost	Hard Costs
Corrections to staff report	Planner	\$52.12	0.33	\$17.20	
Prepare agenda request form; email form	Planner	\$52.12	0.25	\$13.03	
Copy report and forward to City Manager; send Council agenda packet to applicant	Planner	\$52.12	0.50	\$26.06	
Public hearing	Planner	\$52.12	0.75	\$39.09	
	Director	\$70.28	0.75	\$52.71	
Post meeting - finalize resolution and conditions; send resolution and conditions to applicant	Planner	\$52.12	0.50	\$26.06	
Post meeting - clean file	Planner	\$52.12	0.75	\$39.09	
SUBTOTALS:				\$2,223.86	\$385.50
TOTAL:					\$2,609.36
GPA - Current Cost					\$1,481.00
Rezone - Current Cost					\$1,323.00
GPA/Rezone (combined) - Current Cost					\$2,225.00

¹ - Uses fully-loaded rate (hourly + benefits)

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